

Executive Administrator

ESD 16

Bretthauer-Ramirez Staffing has been retained to conduct a search for this entity. Resumes should only be submitted to stephanie@brstaffing.com

Job Description: This is an executive operations level position for a fire department.

Responsibilities would include, but not limited to:

- Coordination with Human Resources to oversee and participate in personnel administration functions
- Coordination of all operations with upper management and active staff
- Participate in the development and implementation of goals, objectives, policies and priorities
- Direct, coordinate and review the work plan for the assigned administrative services
- Participate in the development and administration of the department budget, forecast funds needed for staffing, equipment, materials and supplies
- Monitor, review and approve purchase requisitions, accounts payable and expenditures
- Coordinate a variety of administrative activities with outside agencies and organizations
- Oversee the department records management system, oversee upgrades and improvements; develop and implement training programs
- Respond to, and resolve, citizen inquiries and complaints

Qualifications include of knowledge of:

- Operational characteristics, services, and activities of a Fire Department a must
- Modern methods and techniques of fire department administration a must
- Service delivery issues related to fire service a plus
- Principles and practices of program development and administration
- Principles and practices of budget preparation and administration
- Principles of supervision, training, and performance evaluation
- Pertinent federal, state, and local laws, codes, and regulations a plus

Educational Training:

- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field is required. Master's degree preferred.

Salary: \$70,000 - \$90,000 Per Year